



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

POST TITLE	Caretaker
GRADE	Grade 3 (range 14 – 17)
RESPONSIBLE TO	Facilities Manager
JOB PURPOSE	To ensure the smooth running of the school and establish positive relationships with staff, students, hirers and the general public

***All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with***

### KEY TASKS

- To ensure that the premises are properly opened and secured as required.
- To ensure that the site is secure at all times and security procedures and systems are used and to act as a key holder, attending site at night if necessary.
- To be responsible for fire equipment reporting defects to the Facilities Manager.
- In case of fire or other hazardous situations to help supervise the evacuation process in accordance with procedures, deal with minor incidents or notify the emergency services as appropriate. When on letting duty sole responsibility must be taken.
- To liaise with external contractors ensuring safe access is given so that work can be carried out.
- To be aware of health and safety issues and make recommendations to ensure standards are maintained in line with current legislation and school policies.
- Responsibility for receiving, checking and the distribution of deliveries.
- Ensure that the premises are grounds are kept clean and free from graffiti at all times, prioritising jobs accordingly.
- Responsibility for ensuring that the premises are maintained appropriately by reporting defects to the Facilities Manager.

- To set up rooms and equipment required for lettings.
- To act as school representative with hirers and the general public when on letting duty and provide First Aid when necessary.
- To identify potential or actual dangerous situations relating to the premises or site and carry out emergency repairs within the skills of the post-holder and to report situation to the Facilities Manager.
- To work safely at all times in accordance with current health and safety legislation, particularly when working on roofs and with hazardous substances and floor maintenance machinery.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.
- Any other duties as required from time to time.
- Overtime: Whenever possible, normal work activities are to be continued during overtime hours when on letting duty.
- Responsible for supervision of the cleaners in the absence of the supervisor.